



North Central District Health Department

- Enfield-31 North Main Street, Enfield, CT 06082 * (860) 745-0383 Fax (860) 745-3188
- Vernon-375 Hartford Turnpike, Room 120, Vernon, CT 06066 * (860) 872-1501 Fax (860) 872 1531
- Windham-Town Hall, 979 Main Street, Willimantic, CT 06226 * (860) 465-3033 Fax (860) 465-3034
- Stafford-Town Hall, 1 Main Street, Stafford Springs, CT 06076 * (860) 684-5609 Fax (860) 684-1768

Patrice A. Sulik, MPH, R.S.
Director of Health

AMENDED

NORTH CENTRAL DISTRICT HEALTH DEPARTMENT

Board of Directors

Regular Meeting

December 14, 2016

NCDHD Headquarters

31 North Main Street

Enfield, Connecticut

RECEIVED
VERNON TOWN CLERK
17 FEB - 6 PM '16

Members Present: Diane Wheelock, Chairman, Richard Regnier, Linda DeGray, Fred Journalist, Cathy Rebai, Maria Whelden, Len Norton, Trisha Vayda, Vic Mathieu, Ben Rodriguez, Rick Zulick, Valerie Romano and Mary Ann Turner

Members Absent: Chris Howland, Dianne Trueb, Mary Schwab, Catherine Gregory, Matthew Maynard and Dawn Maselek

Also Present: Patrice Sulik, Director of Health

Approval of Minutes of October 12, 2016 and November 16, 2016

Mary Ann Turner made a motion, seconded by Richard Regnier, to approve the Minutes of October 12, 2016. The motion carried 13-0-0.

Mary Ann Turner made a motion, seconded by Fred Journalist, to approve the Minutes of November 16, 2016. The motion carried 10-0-3, Vayda, DeGray and Rodriguez abstained.

Personnel Policies

There were four items left to review for the Personnel Policies: Overtime, Vacation Time, Military Leave and Incompatible Employment.

Overtime: The discussion involved a two-hour minimum for staff being called out for overtime. The Board agreed to a minimum of one hour of overtime for non-emergency calls.

Vacation Time – It was agreed that all employees would receive two weeks vacation up to five years and then receive an extra day every year up to ten years. The most any employee would earn would be three weeks vacation.

Military Leave – The Board agreed to leave this as the District would make up the difference of salary, if less than current salary, for active duty or deployed military employees, up to one year.

Incompatible Employment – It was agreed that the wording of this section was okay and the point of this was to make sure no employees worked part time in a business the Health District would regulate, such as a restaurant.

Mary Ann Turner wanted to discuss the 12 sick days, 3 personal days and 1 floating holiday the employees receive. The Board decided to leave these the same and revisit this topic in six months.

The Personnel Policies will go into effect January 1, 2017 with a caveat to revisit them again in six months.

Rick Zulick made a motion, seconded by Vic Mathieu, to approve the Personnel Policies as presented this evening, effective January 1, 2017. The motion carried 12-1-0, Turner opposed.

Budget - 2017-2018

Maria Whelden, Cathy Rebai and Trisha Vayda worked with Patrice Sulik on setting forth the budget for the 2017-2018 fiscal year. The primary focus was: Employee Assistance Program, Increase the part time Health Educator to full time, and add a Full Time Public Health Nurse Position.

As of now, the part time Health Educator is funded by the Block Grant and is constrained by the deliverables of that grant.

Properly funded, a Public Health Nurse could aid in the follow-up of lead cases, follow-up of food borne illness cases and follow-up of communicable disease as well as provide an array of vaccinations that could generate legitimate revenue for the District, thus conserving costs for our Member-Towns. This position could be funded in-part by various grants. Discussion ensued.

The Board is very concerned about costs and any increase to the Town per capita rate. It was questioned as to what was the plan to get food inspection up to 80% and how would this new position impact that. Patrice Sulik stated that we also need two additional Sanitarian positions, but that the Nursing and Health Educator positions are a priority as we already have several Sanitarians. Cathy Rebai mentioned that the Board could invest in the Nursing position from the Fund Balance to get the position started.

Diane Wheelock said that during the last three years, we put a lid on spending which is why, along with employees leaving, we have a large Fund Balance. She recommended we do a pilot program for one year with a Full Time Public Health Nurse and fund it by reducing the Contingency Fund from \$31,000 to \$10,000.

Mary Ann Turner asked for a plan as to how this pilot program would work and how it would help the District attain the 80% completion rate for food inspections.

Patrice Sulik said she would draft a Job Description for a Public Health Nurse by next week with assistance from Linda DeGray, so we could possibly hire a Public Health Nurse for the beginning of February 2017 in order to be able to offer flu vaccinations by fall of 2017.

Mary Ann Turner made a motion, seconded by Linda DeGray to accept the 2017-2018 budget as presented at last year's total of \$1,457,057. The Town per capita rate would remain the same. The motion carried 11-2-0, Norton and Turner opposed.

Diane Wheelock made a motion, seconded by Len Norton to send the presented flat budget to Public Hearing in January. The motion carried 11-2-0, Norton and Turner opposed.

Mary Ann Turner made a motion, seconded by Linda DeGray to go into Executive Session at 9:00 PM. The motion carried 13-0-0.

The Executive Session ended at 9:27 PM.

Mary Ann Turner made a motion, seconded by Len Norton, to adjourn. There being no further business before the Board, the motion carried 13-0-0 and the meeting adjourned at 9:30 p.m.

Submitted by,

Patrice Sulik
Secretary/Treasurer